

First impressions show from day one. You only get one first impression. Employers say more people lose their jobs because they do not use good work habits, rather than because they are not able to do the job.

Job

Here's what employers say matters to them:

Personal

- Before starting the job, have all of your appointments with doctors, dentists, etc. out of the way. Have your transportation and day care lined up so you do not immediately have to take time off. Have an emergency plan for day care and transportation.
- Take time to make new friends. Find positive and upbeat co-workers. Avoid negative, critical and gossiping people.
- Be clean and well groomed. Wear clean and job-appropriate clothes. Pay attention to how your co-workers are dressed. Avoid wearing strong perfumes or colognes.
- Keep your personal life and problems at home. Do not use the employer's equipment and time to do personal things like making personal phone calls, using the copy machine, or resolving your personal problems on the job.
- Be patient with yourself and your employer. It takes time to learn and like a new job.
- Keep a positive attitude. Do not carry negative feelings into your new workplace. Resolve them elsewhere.
- Be on time. Figure out how long it takes to get to work, then allow a few extra minutes for unexpected delays (traffic problems, getting children ready, etc.) Use an alarm clock and don't hit the snooze!

Once you have
landed the job,
the next goal is
JOB SUCCESS.

- Be dependable. If you are going to be unavoidably late or out sick, inform your supervisor at the earliest possible time.
- Know and follow all office rules, policies, and procedures. Read employee manuals.
- Listen and learn. Be open to new ways of doing things, even if you were taught differently in school or on a different job. Don't

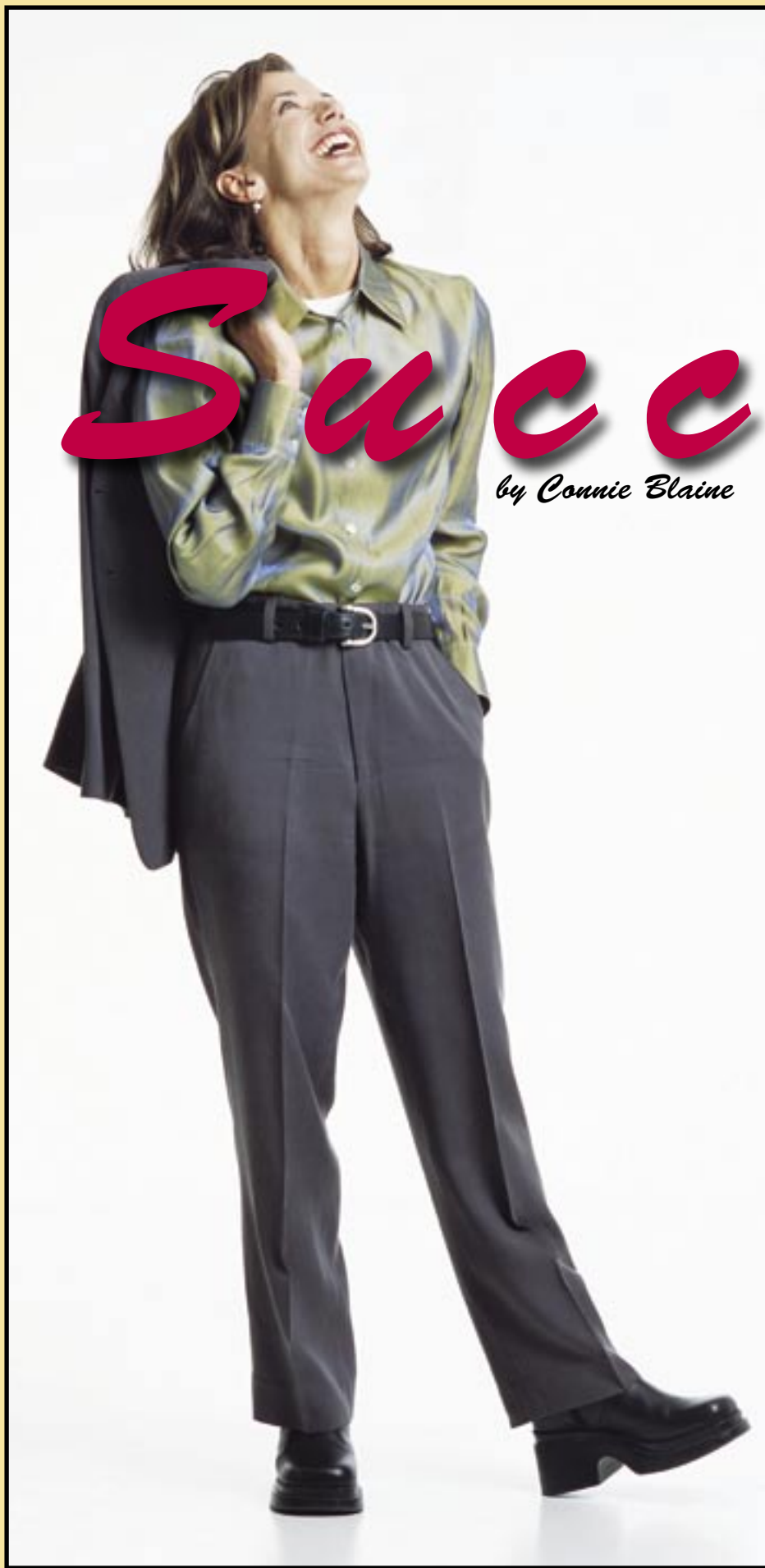
- criticize or complain until you can prove you can have a better way.
- Meet and exceed your employer's expectations.
- Learn all you can about the job you were hired to do before considering moving up.

Communication

- When you need to talk with your supervisor, ask when a convenient time would be to meet.
- Take advantage of your performance reviews. Stay calm. Learn from them. Ask how you can improve.
- Be a team player. Be willing to help. Keep your sense of humor.
- Ask for help when you need it. If you make a mistake, let your supervisor know immediately. Find out how you can fix it.
- Follow the proper chain of command. Discuss issues with your supervisor first.

On The Web

<http://careerplanning.about.com/cs/jobsuccess/index.htm>
<http://careerplanning.about.com/library/weekly/aa011800a.htm> how to get fired
http://www.jobweb.com/Resources/Library/Workplace_Culture/Build_for_the_Future_198_01.htm
http://www.jobweb.com/Resources/Library/Workplace_Culture/Communicating_in_the_12_01.htm
<http://www.careerknowhow.com/advancement/strengths.htm>



by Connie Blaine

Getting Along With Others

- Don't express your opinions, biases or prejudices about others while you are at work. Don't gossip or play politics.
- Accept criticism as constructive. Do not become defensive or take criticism personally. Thank the person for their input. Consider changing if it is warranted. If you are unsure how to handle the situation, check with your supervisor.
- Always be friendly to everyone. Be willing to go the extra mile. This creates good will with employers, co-workers and customers.
- Notice who your boss relies on and model yourself after them.
- Find a mentor, someone who knows the company and the job well enough to coach you or show you the ropes.
- Show appreciation. Let your supervisor know you appreciate their training, support, input, feedback, etc.